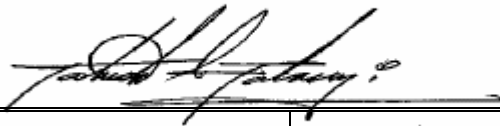


**IDAHO STATE  
DEPARTMENT OF AGRICULTURE**

**APPROVED BY:**



**ORIGINAL EFFECTIVE DATE:**

**11-13-00**

**REVISION DATE:**

**8-20-03**

**TITLE:**

**MEDICAL MANAGEMENT  
AND  
ALTERNATE DUTY RETURN TO WORK POLICY**

**Policy Statement**

In the event of a work-related injury or illness to an employee, it is the policy of the Idaho State Department of Agriculture (ISDA) to secure prompt, professional medical treatment for the employee; provide follow-up care as necessary according to the physician in charge; and return the employee to work as quickly as possible.

The State Insurance Fund is the insurance carrier for the ISDA. The Industrial Commission, Division of Rehabilitation, may be notified of claims, which may result in lost time. The ISDA Human Resource Office will act as the liaison between the State Insurance Fund, the Rehabilitation Division of the Industrial Commission, the designated physician or medical facility, and the ISDA. The ISDA Human Resource Office will assist the employee in communicating with the State Insurance Fund and/or the Industrial Commission when necessary.

**Medical Management / Designated Physicians**

The ISDA has a designated physician in each area of the state to provide medical care for employees with work-related injuries or illnesses. In the event of an injury or illness, the supervisor will ensure that the employee is safely transported to the designated physician for care, or to the nearest emergency care facility if the injury or illness may be life threatening or otherwise appears to need immediate emergency attention. Follow-up visits will be scheduled through the designated physician in either case. The supervisor, the employee, the physician, the ISDA Human Resource office, the State Insurance Fund and the Rehabilitation Division of the Industrial Commission (when necessary) will work as a team to return the employee to work as quickly as possible.

### **Alternate Duty/Return To Work**

A successful “alternate duty return to work” (RTW) program for injured employees includes alternate duty work. This policy is intended to make the process by which injured employees return to work as efficient as possible. This policy clarifies the ISDA’s expectation of employees and supervisors as they participate in the return to work process.

Due to the impact of various laws and regulations upon job duty alterations and reasonable accommodation issues, this policy is not inclusive and is intended only as guidance. Because of the complexity and changing nature of laws dealing with this subject, consultation with the ISDA Human Resource Office is strongly encouraged whenever alternate or restricted duty situations arise.

Each alternate or restricted duty assignment should be made on a case-by-case basis and in accordance with all applicable rules and laws, including the Americans With Disabilities Act, the Rehabilitation Act of 1973, the Family and Medical Leave Act, and the Idaho Workers Compensation Law and rules.

The alternate duty/return to work program incorporates the following:

1. The RTW program is for those employees who have been determined by a physician to be unable to perform their normal work routine.
2. The RTW program is not “open-ended” and is usually limited to no more than three (3) months. This program is designed to provide temporary, alternate duties for workers injured on the job. It is administered with formal checkpoints built into the system for both parties. ISDA does not maintain special alternate duty positions.
3. All employees are required to meet the expectations of the RTW program, just as they are other department policies and procedures.

### **Return To Work Priorities**

1. To return the employee to his/her previous job with the ISDA, if the job is available, with no restrictions.
2. To provide reasonable modification of the employee’s previous job with the ISDA, if possible, until such time the employee can fully perform the duties of the previous job.
3. To provide an alternate job with the ISDA, if available, which requires no additional training, and which meets certain medical limitations.
4. To provide a new job with the ISDA, if available, that involves on-the-job training.
5. To provide a new job with a new employer based upon transferable skills obtained through the regular rehabilitation process or involving on-the-job training.

**Employee Responsibilities**

1. Report work related injuries and/or illnesses to your supervisor immediately.
2. Assist your supervisor in filling out a "Notice of Injury and Claim for Benefits" form.
3. Advise your supervisor in advance when your doctor appointments are scheduled.
4. Keep in weekly contact with your supervisor if you are unable to work, informing him/her of your progress and upcoming doctor appointments.
5. Upon your return to work, bring a "Return to Work" slip from your doctor, listing any restrictions, which may apply. Please deliver the RTW slip to your supervisor upon reporting to work. The RTW slip must be reviewed and approved to ensure you are physically able to do the job you are returning to.

**Management Responsibilities**

1. Ensure appropriate safe transportation, which may include 911 ambulance response, for the employee to the designated physician or appropriate emergency facility.
2. Ensure the "Notice of Injury and Claim for Benefits" form for the injured employee is completed and submitted to ISDA Human Resource within ten (10) days after ISDA has knowledge of the injury.
3. Schedule and conduct an investigation of the incident as soon as possible after an injury or accident. Complete the "Supervisor's Accident Report" form and submit it to ISDA Human Resource with the "Notice of Injury and Claim for Benefits" form.
4. If an employee is unable to work as a result of an injury, call the employee on a weekly basis to maintain contact.

**Human Resource Office Responsibilities**

1. Ensure that a "Notice of Injury and Claim for Benefits" form is completed for the injured employee and submitted to the Industrial Commission and State Insurance Fund in a timely manner.
2. Assist with communication between the injured employee, the State Insurance Fund, designated physicians, and the Industrial Commission, if needed.
3. Provide to the designated physician a current job description which details the injured employee's work routine.

**Designated Physicians for the Idaho State Department of Agriculture  
Medical Management & Alternate Duty Return to Work Policy  
August 20, 2003**

**BOISE**

**OCCUPATIONAL MEDICINE ASSOCIATES**

Michael Gibson MD  
6533 Emerald Street  
Boise, ID 83704

Cheryl  
377-1573

**AMERICAN FALLS**

**DOCTOR'S CLINIC**  
590 Gifford St.  
American Falls, ID 83211

Dean Williams MD  
226-5147

**BURLEY**

Walter Graham MD  
1501 Hiland  
Burley, ID 83318

677-3034

**BLACKFOOT**

**BLACKFOOT MEDICAL CLINIC**  
625 W. Pacific  
Blackfoot, ID 83221

Betty Johns  
Office Supervisor  
785-2600

**CALDWELL**

**PRIMARY HEALTH**  
1825 Kimball St.  
Caldwell, ID 83605

Jennifer — 333-1514  
Occupational Health Coordinator  
455-3545

**COEUR D'ALENE**

**KOOTENAI MEDICAL CENTER**  
2003 Lincoln Way  
Coeur'dAlene, ID 83814

Office: 666-3906

**COTTONWOOD**

**ST. MARY'S HOSPITAL**  
701 Lewiston St.  
Cottonwood, ID 83522

Jeff Edwards, MD  
962-3251

**FRUITLAND**

**PRIMARY HEALTH**  
1600 N Whitley Drive  
Fruitland, ID 83619

Jennifer — 333-1514  
Occupational Health Coordinator  
452-5100

**IDAHO FALLS**

EASTERN IDAHO REG. MEDICAL CENTER 208-227-2000

3100 Channing Way

Idaho Falls, ID 83404

Follow-up: Stanley Cheslock MD

529-6430

**LEWISTON**

VALLEY MEDICAL CENTER

2315 8th Street

Lewiston, ID 83501

Cheryl - Business Office

746-1383

**MOSCOW**

GRITMAN MEMORIAL HOSPITAL

700 S. Main

Moscow, ID 83843

Charla Rohlfing, RN

883-6284

**POCATELLO**

BANNOCK REGIONAL MED. CENTER

651 Memorial Drive

Pocatello, ID 83202

Teresa

239-1000

POCATELLO REGIONAL MED CENTER

77 Hospital Way

Pocatello, ID 83201

Terri – Occupational Health Coordinator

239-2022

**REXBURG**

MEDICAL CENTER

393 E 2nd N

Rexburg, ID 83440

Jeffery Zollinger, MD

Carla – Dr. Zollinger's Nurse

356-5401

**SANDPOINT**

BONNER GENERAL HOSPITAL

520 N 3rd

Sandpoint, ID 83864

Mary Reader, Director

263-1441

**TWIN FALLS**

PHYSICIANS CENTER - MVRMC

Magic Valley Occupational Health Services

630 Addison Ave W – Ste 130

Twin Falls, ID 83301

737-2906